



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

741 Colonel Ledyard Highway
Ledyard, CT 06339
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<http://www.ledyardct.org>
Roxanne M. Maher
Administrative Assistant

Chairman S. Naomi Rodriguez

MINUTES
ADMINISTRATION COMMITTEE
REGULAR MEETING

Wednesday, May 8, 2024

5:30 PM

Town Hall Annex Building

DRAFT

- I. CALL TO ORDER – The Meeting was called to order by Councilor Garcia-Irizarry at 5:30 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Garcia-Irizarry welcomed all to the Hybrid Meeting. She stated for the Town Council Administration Committee and members of the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town’s Website – Granicus-Legistar Meeting Portal.

II. ROLL CALL-

Attendee Name	Title	Status	Location	Arrived	Departed
April Brunelle	Town Councilor	Present	In-Person	5:30 pm	6:11 pm
Kevin Dombrowski	Town Councilor	Late	In-Person	5:42 pm	6:11 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:30 pm	6:11 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:30 pm	6:11 pm
Gary St. Vil	Town Councilor	Present	In-Person	5:30 pm	6:11 pm
Fred Allyn, III	Mayor	Present	In-Person	5:30 pm	6:11 pm
Earl Lamb	Board of Education Member	Present	In-Person	5:30 pm	6:11 pm
Gary Schneider	Permanent Municipal Building Cmt Chairman	Present	In-Person	5:30 pm	6:11 pm
Kate DiPalma-Herb	Permanent Municipal Building Cmt	Present	In-Person	5:30 pm	6:11 pm
Ann Roberts-Pierson	Resident	Present	In-Person	5:30 pm	6:11 pm
Carol Schneider	Resident	Present	Remote	5:30 pm	6:11 pm
David Harned	Resident	Present	Remote	5:30 pm	6:11 pm
Ryan Allen	Resident	Present	In-Person	5:30 pm	6:11 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	6:11 pm

III. CITIZENS COMMENTS

Ms. Ann Roberts-Pierson, 4 Anderson Drive, Gales Ferry, thanked the members of the Administration Committee for their service to the Town. She stated the reason for attending tonight’s Administration Committee’s meeting was because the Town Council was not meeting this evening and she wanted to address the firing of Director of Planning Juliet Hodge on April 25, 2024. She stated on May 2, 2024 she filed an FOIA Request to the town to obtain a copy noting that she did not see anything in the letter for cause. She asked the following questions:

- Whether the Mayor consulted with the Town Council or the Planning & Zoning Commission prior to the firing.
- Whether the Mayor acquired any legal advice prior to the firing.

Ms. Roberts-Pierson stated the LUPPW Committee stated that the Mayor had not consulted with them. She went on to state that it was unknown whether the Mayor had contacted the Planning & Zoning Commission prior to the firing of Ms. Hodge. She stated the LUPPW Committee also did not know whether the Mayor acquired any legal advice prior to the firing of Ms. Hodge. She stated that the LUPPW Committee explained that the Town Council's job did not include the hiring or firing of the Planner or anyone else in Town Hall.

Ms. Roberts-Pierson continued by stating the workload for the Planning & Zoning Commission was large and quite burdensome, noting the Commission's May 9, 2024 Agenda, noting that they had two Public Hearings scheduled as well as the recently submitted Quarry Application.

Ms. Roberts-Pierson stated the town fired a Planner who was knowledgeable about the Zoning Regulations and was interested in upholding those Regulations, and was up-to-speed about their Regulations. She stated with Land Use Assistant Makenna Perry moving to another town Department that the Land Use Department was already under staffed; and with letting the Planning Director go abruptly, with no reason seemed ludicrous. She stated Ledyard needed a Planner in-place working full-time on what was probably the most complex Application the Town has ever received, that being the proposed Quarry Application in Gales Ferry.

Ms. Roberts-Pierson continued by stating in speaking with Ms. Hodge since the beginning of the year that it was her understanding that there were some big Applications coming along and that the Planning & Zoning Commission was going to be very busy in the upcoming summer months. Ms. Roberts-Pierson stated that the Town needed to have a Planner who was up-to-speed with the Zoning Regulations. She stated the town needed a full-time Planning and a fully staffed Department to work on what was probably the most complex applications the town has ever received, that being the proposed Quarry Application in Gales Ferry. She stated the Exhibit Record for the first Public Hearing on the Quarry Application that was withdrawn was extensive. She went on to state the recently submitted Re-Application was even larger. She stated Juliet Hodge worked to uphold Ledyard's Zoning Regulations for all of us, commenting that the timing to fire this person from this position was inappropriate. She recommended the following be done for the greater good of the entire Town of Ledyard:

- (1) Rehire Juliet Hodge immediately.
- (2) An investigation into the why Ms. Hodge let go in the first place, needed to be taken up by the Town Council immediately.
- (3) A Moratorium on all Land Use Application should be put into place until the Land Use Office was fully staffed and up-to-speed.

Ms. Roberts-Pierson stated that the Town Council was part of the checks and balances of keeping a leader of the town such as the Mayor in balance, and that it was also the role of the citizenry to apply checks and balances. She stated the abrupt firing of the Town Planner put all of their employees at a disadvantage. She asked that the Town Council take up her suggestions.

Councilor Garcia-Irizarry thanked Ms. Roberts-Pierson for her comments.

Mr. Earl (Ty) Lamb, 95 Lambtown Road, Ledyard, Board of Education Member, stated that he supported the proposed amendments to Ordinance #100-015 “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard* that the Administration Committee would be discussing later this evening. He stated based on the delays, costs, and planning issues he felt that Ordinance #100-015 needed to be looked at to improve the system and process. He noted that he has heard that they were going to miss another season in getting the Board of Education Facilities Projects which included the Roof Replacement Projects, HVAC System and Solar Array’s done this year. He questioned if this was the case, whether the costs would be impacted once again.

Councilor Garcia-Irizarry thanked Mr. Lamb for his comments.

IV. PRESENTATIONS/INFORMATIONAL ITEMS – None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of March 13, 2024
Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry

VOTE: 2 – 0 Approved and so declared

VI. OLD BUSINESS

1. Any Old Business proper to come before the Committee. – None.

VII. NEW BUSINESS

1. MOTION to recommend the Town Council appoint a new member to the Library Commission to complete a two (2) year term ending November 7, 2024 filling a vacancy left by Ms. Gantz.

- Mr. Peter Diette (U) 15 Hyde Park Drive, Gales Ferry
- Ms. Cynthia Wright (D) 6 Laurel Leaf Drive, Gales Ferry

Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Garcia-Irizarry stated that the Town Council received four applications to fill one vacancy on the Commission. She stated that all of the candidates offered an extensive educational background and experience. She continued by noting that she personally knew Mr. Diette and that she believed he would be a good addition to the Library Commission.

Councilor Brunelle stated that she also knew Mr. Diette and agreed that he would be a good addition to the Library Commission.

The Committee agreed to vote on each of the Candidates as follows:

- Mr. Peter Diette (U) 15 Hyde Park Drive, Gales Ferry
- VOTE: 2 – 0 Approved and so declared**

- Ms. Cynthia Wright (D) 6 Laurel Leaf Drive, Gales Ferry
- VOTE: 0 – 2 Failed**

Councilor Garcia-Irizarry noted that the Administration Committee would forward Mr. Diette to the Town Council for appointment to the Library Commission.

<p>RESULT: 2– 0 APPROVED TO RECOMMEND MOVER: April Brunelle, Committee Member SECONDER: Carmen Garcia-Irizarry, Committee Member AYES: April Brunelle, Carmen Garcia-Irizarry LATE: Kevin Dombrowski</p>

2. MOTION to recommend the Town Council appoint Ms. Beth Ribe (U) 129 Rose Hill Road, Ledyard to the Planning & Zoning Commission as an alternate member, to complete a three (3) year term ending December 31, 2026 filling a vacancy left by Ms. Cobb.

Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry
Discussion: None.

- VOTE: 2 – 0 Approved and so declared**

<p>RESULT: 2– 0 APPROVED TO RECOMMEND MOVER: April Brunelle, Committee Member SECONDER: Kevin Dombrowski, Committee Member AYES: April Brunelle, Carmen Garcia-Irizarry LATE: Kevin Dombrowski</p>

3. MOTION to recommend the Town Council appoint Ms. Lauren Hawes (U) 8 Warbler Way, Gales Ferry, to the Ledyard Beautification Committee, to complete a three (3) year term ending October 26, 2026 filling a vacancy left by Ms. Vincent.

Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry
Discussion: None.

- VOTE: 2 – 0 Approved and so declared**

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: April Brunelle, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: April Brunelle, Carmen Garcia-Irizarry
LATE: Kevin Dombrowski

4. MOTION to recommend the Town Council make the following appointment adjustments to the Cemetery Committee:

- Appoint Ms. Martha Reynolds (R) 1684 Center Groton Road, as a Regular Member, to complete a three (3) year term ending April 26, 2026 filling a vacancy left by Ms. Sheila Godino.
- Appoint Ms. Vincent Godino (D) 1906 Center Groton Road, Ledyard, as an Alternate Member, to complete a three (3) year term ending April 26, 2025 filling a vacancy left by Ms. Reynolds.

Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry

Discussion: Background: Mr. Godino and Ms. Reynolds have both been serving on the Cemetery Committee for a number of years. Based on Mr. Godino's request that he be moved to an Alternative Member status, in an email dated April 23, 2024 Committee Chairman William Bidal, III, requested that these two members be switched; making Mr. Godino an Alternate Member and Ms. Reynolds a Regular Member.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: April Brunelle, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: April Brunelle, Carmen Garcia-Irizarry
LATE: Kevin Dombrowski

5. MOTION to recommend the Town Council appoint Ms. Kristie Gardiner-Lundgren (U) 70 Iron Street, Ledyard, to the Cemetery Committee, as a Regular Member, to complete a three (3) year term ending April 26, 2026 filling a vacancy left by Mr. Godino.

Moved by Councilor Brunelle, seconded by Councilor Dombrowski

Discussion: Background: Ms. Kristie Gardiner-Lundgren enjoys working to maintain abandoned cemeteries. Her family has been an active participant in the *Adopt a Cemetery Program* through the Cemetery Committee. She has also been attending the Cemetery Committee Meetings noting that she was interested in volunteering more time and to take on more responsibility in caring for the town's cemeteries. With Mrs. Shelia Godino's February 13, 2024 resignation, the Cemetery Committee endorsed the appointment of Ms. Gardiner-Lundgren to fill the vacancy.

VOTE: 3 – 0 Approved and so declared

RESULT: 3– 0 APPROVED TO RECOMMEND
MOVER: April Brunelle, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: April Brunelle, Kevin Dombrowski, Carmen Garcia-Irizarry

6. MOTION to recommend the Town Council appoint Ms. Lauren Hawes (U) 8 Warbler Way, Gales Ferry, to the Parks, Recreation & Senior Citizens Commission, as an Alternate Member, to complete a three (3) year term ending June 28, 2027 filling a vacancy left by Mr. Gallagher.

Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry

Discussion: Background: Ms. Hawes has been an active member of the community serving as a member of the Ledyard Soccer Club and she been involved with coaching Youth Athletic Programs in town. She has Certifications in a number of areas with included Personal Trainer Corrective Exercise Specialist, Youth Exercise Specialist, Coaching Kids Certifications, and was employed as a Service Trainer US Navy's MWR Fitness Department at the New London Subbase.

In a recent request for reappointment endorsements the Parks, Recreation, & Senior Citizens Commission noted that Mr. Gallagher was not interested in continuing to serve.

VOTE: 3 – 0 Approved and so declared

RESULT: 3– 0 APPROVED TO RECOMMEND
MOVER: April Brunelle, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: April Brunelle, Kevin Dombrowski, Carmen Garcia-Irizarry

7. Discuss Amending Ordinance #100-015 “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*” as presented in the draft dated April 29, 2024.

Mayor Allyn, III, explained this originated with construction of the Police Headquarters Facility which cost about \$7 million; and continued with the School(s) Consolidation/Improvement Projects (Middle School & Gallup Hill School) cost about \$60 - \$65 million. He stated that these were tremendous projects for the Town of Ledyard noting that they ask a lot of the volunteers who serve on the Permanent Municipal Building Committee to manage these massive projects. Therefore, he stated the thought was to break it up into two project classifications, as follows: (1) Under \$500,000; and (2) Over \$500,000. He explained for projects that were over \$500,000 that a either a Consultant Engineer or a Project Manager to oversee the process, in conjunction with the Permanent Municipal Building Committee (PMBC).

Mayor Allyn went on to note in speaking to the School Superintendent Mr. Hartling that he recommended “*Projects eligible for State Funding through the Board of Education shall have a Building Committee of no less than three-persons appointed by the Board*”.

Mayor Allyn noted that currently Ordinance #100-015 called for five Regular Members and for each Project they could have two temporary representative members serve on the PMB. He stated for the language also stated for Board of Education Projects that at least one of the two temporary members for School Projects was required to be a Board of Education Member. Therefore, he stated that Mr. Harting was looking to have three Board of Education Members.

Mayor Allyn went on to explain because some of the projects were substantial that they needed people to review the actives on a daily basis. He noted as an example for the Multi-Use Pathway and Sewer Line Extension Projects going from Ledyard Center to the High School, that they have people on the job every day witnessing the burial and bedding of the pipe and the blasting as needed. He stated that this was a critical component for the Permanent Municipal Building Committee (PMBC) explaining that the people on the job could bring the information to the PMBC would be helpful. He stated that the same would be true for the School Roof Projects, noting that a lot of progress could happen. He stated that they could not expect a volunteer member of the PMBC to know about methods were used for torched down roofing opposed to a tar and gravel roof, etc.

Councilor Dombrowski stated that he agreed with the proposal to break the projects out into two classifications and to hire Consultant Engineer or a Project Manager to oversee the process, in conjunction with the Permanent Municipal Building Committee (PMBC) for the reasons the Mayor presented; and because they often run up against deadlines for Grant Applications; or do not receive the required number of bids, etc.

Councilor Dombrowski stated although he was not opposed to having three Board of Education Members serve on the Permanent Municipal Building Committee; he was interested in why the number was three. Therefore, he questioned whether it was a State Statute or other requirement related to receiving State Grant Funding; or was it just because the Superintendent wanted three Board of Education Members on the Permanent Municipal Building Committee. Mayor Allyn explained that he did not believe it was a State Statue requirement, however, he stated that he would follow-up with School Superintendent Mr. Hartling to obtain more clarification.

Councilor Garcia-Irizarry stated the current language stated the following:

*“For Board of Education projects, **at least one** of their two temporary members shall be a Board of Education member. Board of Education Temporary Members shall be appointed by the Town Council. “*

Councilor Garcia-Irizarry noted that because the language stated “*at least one*” that they could have more than one Board of Education Member. Councilor Dombrowski stated if it was a State requirement that they have three Board of Education Members serving on the PMBC then they would need to update Ordinance #100-015 to call for three Board of Education Members.

****POST MEETING NOTE: 5/20/2024**** Mayor Allyn, III, provided clarification, noting that School Superintendent Mr. Hartling was referring to a separate Building Committee appointed by the Board of Education.

Councilor Garcia-Irizarry noted throughout Ordinance #100-015 the approvals were required by the Town Council except for in the following paragraph and she questioned the reason it was the Mayor and not the Town Council:

*“Where external funding sources are used to fund the project, such requirements of the funding authority shall apply to the selection process as well. Where conflicts occur between this ordinance and the funding authority’s requirements, the most stringent requirement(s) shall be applicable as determined by **Mayor** or their designee.”*

Mayor Allyn explained for Grant Funding that he was required to be the signer, and that some require the School Superintendent be the signer and for some that both he and Superintendent Hartling were required to sign.

Mr. Gary Schneider, 101 Inchcliffe Drive, Gales Ferry, Permanent Municipal Building Committee Chairman, stated that he only had a short time to review the proposed amendments to Ordinance #100-015 *“An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard”* and that he wanted to provide some general comments as follows:

- **Large Projects** – Mr. Schneider stated that he agreed with the Mayor regarding the large projects, noting that they need either a Consulting Engineer or a Project Manager under the guidance of town government, or in this case the Permanent Municipal Building Committee. He stated this was a must noting that the projects were too critical, and time driven.
- **School Roof Projects** – Mr. Schneider stated for the School Roof Projects the PMBC hired STV who was helping them with the bid documents, noting that the three Roofing Projects would be done during the 2024 summer break. He stated that there may be some Punch List Items that would go into the fall, noting that they would all be done within the Regulations of working with school children and working overhead.
- **HVAC Design** – Mr. Schneider stated that STV was also helping the PMBC with the HVAC Design which would be done in 2025. He stated that he does not believe that Ledyard has received notification that their Grant Application has been approved yet.

- **Proposed Ordinance Amendments:**

- ✓ **Project Classifications:** Mr. Schneider stated whether the project classification threshold was: (1) Under \$500,000; (2) Over \$500,000; (3) \$250,000; or (4) \$750,000 that he did not have an opinion. He stated in some instances that they may be purchasing two Wastewater Treatment Plant Pumps that would cost over that amount; rhetorically questioning whether they would need a Project Manager Engineer for that, stating probably not. However, he stated the \$500,000 limit was probably good for most of their building projects.

Councilor Garcia-Irizarry suggested for projects such as the purchase two Wastewater Treatment Plant Pumps that language be added to provide for a “waiver”

- ✓ **Document** – Mr. Schneider stated there were some editorials corrections needed n noting that some paragraphs that did not match another. Mr. Schneider noted Section 5 “Powers and Duties” stated “ *When an Owner’s Representative is required for the project, the Permanent Building Committee shall **hire** the Owner’s Representative prior to selecting the architect...*” He note that the PMBC does not hire, noting that they made recommendations on who should be hired.
- ✓ **Ex-Officio Members-** Mr. Schneider suggested adding the Board of Education Director of Facilities and Ground and the Public Works Director. He noted for the School Projects that Director of Facilities and Grounds Wayne Donaldson attended the PMBC Meetings and participated in the discussions.

Councilor Dombrowski explained that the Administration Committee was just beginning its work to Ordinance #100-015 “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*” noting that they would not be acting on the draft they were reviewing this evening. He suggested the Administration Committee forward the proposal to the Permanent Municipal Building Committee for their review and recommendations.

Ms. Kate DiPalma-Herb, 20 August Meadows Drive, Gales Ferry, Board of Education Representative on the Permanent Municipal Building Committee addressed the proposal to have three Board of Education Members serve on the PMBC. She explained in some informal brainstorming about how to handle Board of Education Projects going forward that there may have been some thoughts of having a separate committee of three members, not to increase the number of Board of Education Representatives under the current model. However, she stated that they may want to get some clarity from the Board of Education regarding this information.

RESULT: CONTINUED	Next Meeting:06/12/2024 5:30 p.m.
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8. Any other Business proper to come before the Committee. – None.

VIII. ADJOURNMENT

VOTE: Councilor Garcia-Irizarry moved the meeting be adjourned, seconded by Councilor Brunelle.
3 - 0 Approved and so declared, the meeting was adjourned at 6:11 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry
Committee Chairman
Administration Committee